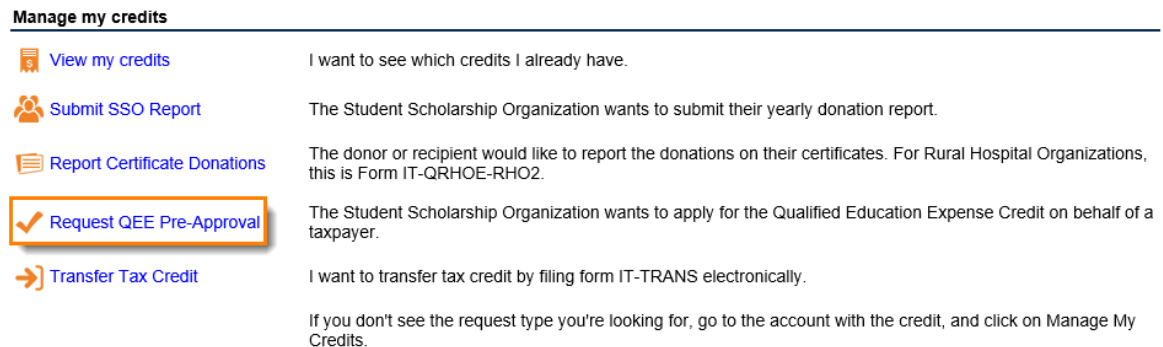The following documentation provides information on the student scholarship organization pre-approval process via the Georgia Tax Center.

How to Submit a Pre-Approval Request for a Client

1. Log onto the GTC website (https://gtc.dor.ga.gov).

2. On the Home screen click on the **Manage my credits** hyperlink under the **I Want To** section.

3. Next click on the **Request QEE Pre-Approval** hyperlink.

4. **125 - Qualified Education Expense Credit** will appear in the box under **Credit Type**.

5. Click the button under Use This Fund and click **Next**.

Fund

Please Select A Fund

From	To	Use This Fund
01-Jan-2017	31-Dec-2017	◉

Cancel   ‹ Previous   Next ›

6. Enter in the scholarship organization's information. Note the fields on the left will be automatically populated. On the right, provide the Contact Person, Contact Title, and E-mail or Phone; you only need to provide either the phone number or email. Click **Next**.

Taxpayer Information

👤 Taxpayer Information	🔤 Address Information	🔤 Contact Information
Name	**Street**	**Contact Person**
OFFICE TAX PROS	1600 PEACHTREE ST NW	Required
Id Type	**City**	**Contact's Title**
Federal Employer ID #	ATLANTA	Required
Id	**State**	**Contact E-mail**
58-3104972	GEORGIA	Required
	Zip Code	**Contact Phone No.**
	30309-2403	Required
		Ext.

Cancel   ‹ Previous   Next ›

7. Review the page to confirm the Tax year end of contributor then click **Next**.

1. Credit Type 〉 2. Fund 〉 3. Taxpayer Information 〉 **4. IT-QEE-TP1**

IT-QEE-TP1

📋 **Choose Your Filing Status**
     C Corporation or Fiduciary

🔤 **Contributor Information**
     Calendar year in which contribution will be made: 2017

     Tax year end of contributor
     31-Dec-2017

Cancel   ‹ Previous   Next ›

8. Enter your contribution amount in the first two fields and from the dropdown select the scholarship organization then click **Next**.

IT-QEE-TP1

Enter Contribution Amount

75% of estimated income tax liability (Corporation only)

75,000.00

Amount of the contribution the taxpayer intends to make

50,000.00

Select name of scholarship organization from list

GOODMAN DISTRIBUTION INC ×

Taxpayer ID of scholarship organization: 76-0309878

Cancel ❮ Previous Next ❯

9. If you have supporting documents you would like to include, click the **Add Attachment** button.

Attachments

Attach the Required Documents

Please attach any supporting documentation. (Optional)

Attachments Add Attachment

Type	Name	Description	Size	

Add Attachment

Cancel ❮ Previous Next ❯

10. Select the Type of document, provide a description, then click Save. Your document will upload to the page, click **Next**.

11. Your document(s) will upload to the Attachments section, click **Next**.

12. Review the **Summary** page with the provided information. Enter the information for the contributor then click **Yes** to acknowledge that the submission is ready. Next, type the applicant's name in the box. Then click **Submit**.

Summary

Credit Information

Credit Type:	125 - Qualified Education Expense Credit
Fund Date End:	31-Dec-2017
Credit Amount Requested:	$50,000.00
Application Date:	24-Oct-2017

When an income tax credit statute or regulation provides that returns or applications received on the day that an income tax credit cap is reached shall be prorated based on the returns or applications received on such day, any returns or applications submitted on a Saturday, Sunday, legal holiday, or day on which the Federal Reserve Bank is closed, shall be considered to have been submitted on the first day following which is not a Saturday, Sunday, legal holiday, or day on which the Federal Reserve Bank is closed.

Enter signature of contributor

Name

KELVIN MALONE

Title

DIRECTOR

Phone Number

(040) 404-5784

Read and approve the application consent below.

Applicant certifies that all information contained above is true to his/her best knowledge and belief and is submitted for the purpose of obtaining preapproval from the Commissioner.

Submit my Qualified Education Expense Credit Preapproval Form

No	Yes

Applicant Name

KINSEY MALONE

Cancel		‹ Previous	Submit

13. A pop-up message will appear. Click **Yes** to submit the request.

Are you sure you want to submit this?

Yes	No

14. Print the confirmation page or note your confirmation number then click **Ok**.
    Note: Your account should update within 15 minutes.